

# S<sup>+</sup>Andrew's Kirk Ella

## CHURCH ADMINSTRATOR

### **An exciting opportunity to join the team at a our lively, gospel centred church in a role supporting ministry**

The church family is looking to appoint an experienced administrator to work in the church office, providing administrative support to the clergy and all areas of church life. The successful candidate will be approachable and friendly, enjoy working in an office environment, and have a good understanding of how administration can play an integral part in the ministry of a church.

We are seeking someone to work 12 hours per week plus some agreed overtime. In return we are offering a starting salary of £11.50 per hour and six weeks' holiday (pro rata) plus public holidays. A regular pattern of working hours will be negotiated which will include Monday afternoons and Friday mornings. Very occasionally you will need to work an evening for which time off in lieu will be given.

There is a genuine occupational requirement for the successful candidate to be a practising Christian. Appointment will be subject to satisfactory references and a basic DBS check.

For an application pack, please contact Liz Telford at [kirkellachurchoffice@gmail.com](mailto:kirkellachurchoffice@gmail.com), or call 01482 654713.

The closing date: Friday 7<sup>th</sup> July 2023

Interviews are scheduled be held on Thursday 20<sup>th</sup> July 2023